

## Preparations for uploading courses on the SWAYAM platform from 31<sup>st</sup> July 2016

- All the PIs/SMEs ready with the courses for SWAYAM may prepare the following details for placing on the opening page of the course.
- This should be ready before 31<sup>st</sup> July.

1. Introductory video (2 mins by the PI)
2. Teaching team:
  - a. PI – photograph, a brief (40 Words) & contact details
  - b. SME - photograph, a brief (20 Words) & contact details
  - c. Teaching assistants - contact details
3. Host Institute
4. Course title – overview (100 words) along with pedagogy
5. Objectives of the course (100 words)
6. Eligibility for enrollment (25 words)
7. Course prerequisite, intended audience and reading materials
8. Learning outcomes
9. Course announcement date
10. Student Enrollment
  - (a) start date
  - (b) closure date
11. List of modules in a table:
  - A. Video lectures

Subject Domain	Video Title	Name of Teacher	Syntax of video*	Content Abstract	Duration (in Mins)	Date on which video will be made public

(\*Syntax of video title <subject> <course title and video no.> <module no.> )

### B. Reading material

Reading material	Author	Type of publication (article/notes)	Content Abstract	Number of pages

### C. Self assessment

Type of assessment (MCQ, MSQ, fill in blanks, single type answers )	Topic covered	Date for the assessment	Marks

- 12 Names of reviewers.
- 13 Announcement of grading scheme (allocation of marks to various assessments)
  - a. Assignments
  - b. Course work

- c. Final exam

14 Scheduling of the course:

- a. Start date
- b. End date
- c. Weekly lesson plan
- d. Date of the final exam

15 Discussion forum ID (group ID is to be created for all the students registered)

16 A welcome message (to be sent by email) to the student immediately on enrolment.

17 Credits

18. Creation of question bank: Syntax of questions bank <subject> <course title and number> <module no.> <question no.> and answers to question bank; Syntax of answers Bank <subject> <course title and number> <module no.> <answer no.>